

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
SUPERINTENDENT - WATER TREATMENT PLANT

1. JOB TITLE: SUPERINTENDENT

- 2. DEFINITION:** This is a technical and skilled position performing supervisory, administrative, and related work in managing personnel, equipment and materials related to the production of potable water. The employee will be directly responsible to the Assistant Director of the Water & Sewer Department. All employees are responsible to the Director and to the City Manager. The position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having an occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the use of various communication devices, personal computers, other standard office equipment, tools, laboratory equipment, pumps, chemical feeders, metering devices and vehicles.
- b. The job location is at the Water Treatment Plant. The employee will be exposed to inclement weather, biological, chemical, electrical and mechanical hazards. This is a smoke-free environment.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Serves as operator in responsible charge for the production of potable water. This designation is specified by the Tennessee Department of Environment and Conservation to identify the person at the treatment plant who makes the fundamental daily operational decisions.
- b. Supervises and participates in all day to day functions of the water treatment plant, raw water pumping stations, elevated storage tanks, and related control systems.
- c. Evaluates work demands, assigns and supervises work of subordinates engaged in producing potable water and maintaining quality assurance.
- d. Determines materials and equipment needs and participates in budget preparation.
- e. Conducts interviews, participates in the selection of new employees under his/her supervision.
- f. Checks chemical feed rates and makes necessary adjustments.
- g. Controls potable water production rates to meet fluctuating demands.
- h. Manages quality control program in accordance with regulatory guidelines and to assure water quality.
- i. Manages flushing program to keep water mains fresh.
- j. Interacts with customers and general public on water quality issues.
- k. Writes requisitions, generates purchase orders and tracks materials disposition.
- l. Prepares records and reports.
- m. Keeps abreast of federal, state and local regulations related to potable water.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

- a. Renders assistance to other sections within the department or city as required.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. A diploma from an accredited high school or the equivalent GED is required; additional formal training up to a four-year college degree in engineering, business, chemistry or environmental sciences is preferred.
- c. Must have a minimum of five years experience at the management level in a potable water treatment plant that produces at least five millions gallons per day of potable water.
- d. Must possess the highest level Certificate of Competency for potable water production offered by the Tennessee Department of Environment and Conservation, or its successor.
- e. Must have legal authorization to work in the United States.
- f. Must have a driver's license valid in the State of Tennessee.
- g. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- h. Must consent to and pass a pre-employment drug screening.
- i. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- j. Ability to perform mathematical calculations with fractions, decimals, percentages and the metric system.
- k. Knowledge of or ability to learn Occupational Safety Hazards and appropriate safety precautions and procedures.
- l. Ability to report for work on time and perform the duties of the job for a complete workday.
- m. Ability to occasionally work beyond normal hours, at night or weekends, and to travel to various seminars as required to keep current in profession.
- n. Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- o. General working knowledge of the operation of potable water production, and the federal, state and local regulations governing the same.
- p. Ability to exercise independent judgment within the limits of the position.
- q. Ability to concentrate and accomplish tasks despite interruptions.
- r. Ability to perform a variety of tasks simultaneously or in rapid succession.
- s. Must be able to operate and have a general working knowledge of personal computers, radio and telephone communications equipment and other standard office devices.

Exempt

Safety Sensitive

August 29, 2005